



**Office of the Circuit Executive  
United States Courts for the Ninth Circuit  
San Francisco, California**

**Job Announcement 06-07**

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<b>Position:</b>	<b>Administrative Assistant</b>
<b>Location:</b>	San Francisco, CA
<b>Classification Level/Salary:</b>	CL-24 (\$35,581 - \$57,817)
<b>Closing Date:</b>	September 30, 2006 <i>(or until position is filled)</i>

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**Organization**

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and (4) as requested, to the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam and the Northern Mariana Islands. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ce9.uscourts.gov>.

**Major Duties and Responsibilities**

The incumbent will provide administrative support to two units in the Office of the Circuit Executive, Legal Affairs and Human Resources. Duties include assisting the Legal Unit in researching judicial misconduct information, staffing circuit committees, preparing agendas, supporting documents, reports, and correspondence, arranging meetings and meeting rooms; coordinating meeting and conference logistics and maintaining the Legal Affairs Unit library and filing system. The duties also include assisting the Human Resources Unit by maintaining leave records and reconciling bi-weekly leave and timesheets, providing support in various administrative tasks, such as receiving and mailing of applications, making copies of printed information for meetings and conferences, calling for and sending out information, preparing mailing lists, mass mailings and receipt of surveys, evaluations, and maintaining personnel records pertaining to payroll, time and attendance, and leave.

**Education/Experience Requirements**

**Education:** Education beyond high school, A.A. or bachelor's degree desirable.

**Experience:** Minimum three years of progressively responsible experience in administrative support work, preferably in a professional office environment, which required maintaining sensitive and confidential information and data, gathering, organizing and maintaining data using computers, word processing using Windows (WordPerfect or Microsoft Word), and, proofreading reports.

**Desirable qualifications, knowledge, skills, and abilities**

- Administrative skills: skill in problem-solving, attention to detail, ability to produce, edit and proofread written material, and to be well-organized.
- Ability to work independently.
- Ability to edit and proofread correspondence, reports, and other written material.
- Excellent communication skills, over the phone and in person.
- Ability to coordinate and organize a high volume of varied tasks from multiple sources.
- Public service orientation: flexible, patient, tactful, and discreet.
- Knowledge of WordPerfect for Windows and related software.
- Initiative and good judgment.

## **Benefits**

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 10 holidays per year, plus a floating personal day; 13 days of sick leave per year; 13 days of vacation leave for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Choice of a variety of **federal health insurance** programs with a government contribution. Health premiums are deducted as pre-tax dollars
- Optional **life insurance** program with a government contribution
- Optional participation in **long-term disability insurance** program
- Optional participation in **Flexible Spending Program** - Pre-tax contributions for health, dependant care, and transportation expenses
- Optional participation in **Long Term Care Insurance** available to employees and to eligible family members
- Mandatory participation in the Federal Employees Retirement System with small employee contribution. Full social security coverage is provided
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits

## **Conditions of Employment**

- Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. and eligible (please call 415-556-9577 to verify eligibility) to work in the U.S.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting
- This position is subject to electronic deposit of salary payment
- Positions with the U.S. Courts in the are "excepted service." Employees serve "at will."

## **Application Information**

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history by e-mail to [Personnel@ce9.uscourts.gov](mailto:Personnel@ce9.uscourts.gov) or by mail to:

Office of the Circuit Executive  
United States Courts for the Ninth Circuit  
Attention: Mr. L. Batino  
P.O. Box 193939  
San Francisco, California 94119-3939

Applications or resumes may be faxed (from a non-federal government fax line) to (415) 556-6179. Government franked envelopes may not be used to send resumes or applications.

The United States Courts is AN EQUAL OPPORTUNITY EMPLOYER